



## INSTRUCTIONS FOR VICINITY MAP AND PROJECT SUMMARY PREPARATION

State law and County code require that adjacent property owners be notified of certain types of development projects submitted for approval to the Department of Planning and Land Use. It is the applicant's responsibility to prepare and submit a vicinity map and a completed project application. The information will be reviewed for accuracy by DPLU Counter staff. Incorrect information or a non-standard format may result in the application being rejected. Listed below are instructions for properly completing these requirements.

1. The purpose of the vicinity map is to show the location of the project relative to adjacent property, streets and highways. It will also be used to indicate the lot sizes and patterns of surrounding property. The scale should be such that the project site makes up only the center portion of the vicinity map, with approximately 1/4 mile around the site shown.
2. Maps may be copies of a County Base Map, a Thomas Brothers Map, a Parcel Map or hand drawn.
3. Draw the project boundaries on the map in **black** ink and give the exterior dimensions. Tentative map applications shall show the proposed street layouts and lot designs.
4. Include the scale of the map and North arrow.
5. Complete the top part of the notice except for case number and date.
6. Submit one copy of the vicinity map and the completed project summary with the project application. For further information, call (858) 565-5981.

**NOTICE TO PROPERTY OWNERS**

An application for the following discretionary permit(s) for a property in your neighborhood has been filed with the Department of Planning and Land Use:

Case number \_\_\_\_\_ Date received \_\_\_\_\_

Site Address \_\_\_\_\_

Proposed use \_\_\_\_\_ Thomas Brothers \_\_\_\_\_

Owner/Applicant \_\_\_\_\_ Engineer \_\_\_\_\_

Community/Sub-Regional Plan Area \_\_\_\_\_ North Arrow

General Plan Designator \_\_\_\_\_ Regional Category \_\_\_\_\_

Zoning Designation: Existing \_\_\_\_\_ Proposed \_\_\_\_\_

Acres \_\_\_\_\_ Number of lots \_\_\_\_\_ Number of dwelling units \_\_\_\_\_

Assessor Parcel Number(s) \_\_\_\_\_ Scale: 1"=

**For further information or planner/analyst assignment,  
please call (858) 694-3292.**

INSTRUCTIONS ON THE REVERSE SIDE.

ATTACH MAP HERE.